

**STEP 1**

**REPLY TO EMPLOYEE GRIEVANCE**  
**Immediate Supervisor**

**Supervisor's Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Employee Answer:**

- ☐ I accept the answer to my grievance.
- ☐ I do not accept the answer to my grievance and will refer it to the next step.

**Note:** Explain fully why you do not accept the above response/decision.

**Grievant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_